

Transportation Demand Management Program Report and Guidebook

City of Belmont

Introduction

With its enviable location in the heart of the San Francisco Bay Area, and convenient access to both San Francisco and Silicon Valley, Belmont is highly desirable for residents and businesses alike. This desirability is coupled with a substantial supply of redevelopment opportunity sites, especially in the vicinity of the Caltrain station and the Belmont Village area. Belmont and especially the Belmont Village area offer an exciting chance to create additional housing, office space, and vitality, while also developing in more sustainable ways that serve to reduce traffic congestion, air pollution, and the emission of greenhouse gases (GHGs).



The recently adopted Belmont Village Specific Plan has the potential to bring over 500 new units of housing and over 900 new jobs to Belmont. (For additional information of the technical background that informs Belmont’s Transportation Demand Management Program, see Appendix A Belmont Transportation Demand Management Program Technical Memo.) These new workers and residents will contribute to the realization of a walkable, transit-oriented neighborhood with a mix of interdependent uses, with increased opportunities for small businesses and revenue for the City. Ensuring that these new uses and amenities are offered in ways that limit congestion and air pollution will require strengthened efforts to manage transportation demand.

Transportation Demand Management

Transportation Demand Management (TDM) describes policies, physical features, worker/resident benefits, and other efforts which serve to control or influence how and when people use different forms of transportation. Typically, TDM strives to reduce reliance on automobiles or single-occupancy vehicles (SOVs) (i.e., “driving alone”). TDM achieves this by encouraging active and public transportation, plus alternatives like remote work that reduce commute trips. TDM is not about forcing people out of their cars, but rather providing amenities and incentives so that walking, biking, and taking transit are more convenient, appealing, and economical. Among other things, TDM benefits employers, employees, residents, visitors, transit operators and the City by easing congestion, preventing air pollution and GHG emissions, saving time, improving public health, and reducing infrastructure costs.

Transportation Demand Management goes beyond a typical focus on driving to consider a broadened notion of mobility. Put most simply, mobility is the ability for a traveler to reach their desired destination. In practice, however, mobility combines a wide variety of factors, including travel speed, reliability, costs, safety, and more. Considered in this broader sense, mobility means ensuring that travelers with diverse needs, financial sources, and levels of physical ability can efficiently and conveniently reach a variety of destinations in their daily lives. Working toward broad-based mobility benefits all travelers and provides indirect socioeconomic, environmental, equity and public health benefits, some of which are listed on the following page:

- Faster, more reliable transportation means less time wasted in traffic, with mass transit having the added benefit of allowing riders to do other things or simply relax while traveling. And less time spent commuting makes workers less stressed and more efficient and offers them more time at home and with their families.
- For those who can't drive or afford a car, more extensive public transit networks are essential to maintaining independence, as well as accessing jobs and other economic/educational opportunities.
- Mobility based on active transportation, like walking and biking, enables people to get exercise and improve their fitness as they travel.
- Addressing mobility across a variety of modes improves the resilience of the overall transportation system in the event of disruptions on a particular roadway or mass transit system.
- Reduced reliance on cars, especially those driven alone, decreases air pollution and the emission of climate-altering greenhouse gases.
- Improved multi-modal mobility even benefits those who must drive because it helps reduce congestion.

Vehicle Miles Traveled

Vehicle miles traveled (VMT) is a key metric for determining whether mobility and transportation related GHG reduction goals are being achieved. It is defined as the total number of miles driven by a particular vehicle, or a particular group of vehicles, in relation to a particular activity, development project, geography, and/or timeframe. For example, if a person drives their car 10 miles every day for a year, their VMT for that year would be 10 times 365 or 3,650. The goal of these TDM measures is to help Belmont achieve the VMT reduction goals set by state and regional government, as well as those within Belmont's General Plan.



VMT can also be calculated for a particular project or geographic area; however, in those cases the calculations become more complicated. If someone from Belmont drives to visit their friend in San Francisco, their round-trip will begin and end in those two cities, but they will also cross through other places to get there. Although more complex approaches could be used, current methods assign half of the resulting VMT to each city (the origin and the destination). Building on these concepts, State and regional government have developed methods for assessing the VMT of

specific cities and projects. Since higher VMT directly corresponds with increased congestion, air pollution, and GHG emissions, these agencies have also established goals and policies to reduce VMT. Among these policies is the recent switch from evaluating environmental impacts based on measures of traffic flow or delay to using VMT to evaluate those impacts.

SB 743

In 2013, Governor Jerry Brown signed SB 743, which both streamlined review for transit-oriented infill projects and directed the State Office of Planning and Research (OPR) to establish new practices and metrics to evaluate transportation impacts under the California Environmental Quality Act (CEQA). Specifically, SB 743 requires that Level of Service (LOS) metrics—a measure of traffic flow—be replaced by VMT metrics for purposes of CEQA analysis. While SB 743 did not eliminate the ability of local agencies to continue using LOS as a planning metric in General Plans, it reflected a shift in perspective to more sustainable transportation planning that relies on metrics like VMT, which avoid discouraging infill development, and can help make non-automotive transportation faster, safer, and more reliable. In December 2018, OPR issued a *Technical Advisory on Evaluating Transportation Impacts in CEQA*, which includes recommendations for VMT assessment, thresholds of



significance, and mitigation measures. Mandatory use of the new VMT CEQA guidelines by all Lead Agencies goes into effect on July 1, 2020. Belmont's TDM program supports the implementation of SB 743 and will help projects comply with State, regional and local VMT/GHG reduction efforts.

Belmont's TDM Program

Belmont's Transportation Demand Management (TDM) Program, outlined in this document, is intended to help address the transportation-related impacts of new development by requiring projects to provide features and amenities that will foster a better pedestrian/bicycle environment, support transit, and make it easier and more appealing for residents, employees, and visitors to use alternatives to driving or driving alone.

Belmont's City Council adoption of this TDM Program establishes clear expectations and procedures for project applicants, with the goals of promoting ease of use and achieving high-quality development. Satisfaction of Belmont's TDM requirements will be based on the point system outlined below, which will help provide certainty for project applicants. TDM forms submitted by project applicants will be subject to review and approval decisions by the Department of Public Works (DPW). The menu of potential TDM options includes measures that not only have proven effectiveness for reducing VMT, but also make projects more appealing for residents, employees, and other users. This program may periodically be reviewed and updated by the Planning Commission and City Council to stay current with changing technology or improve effectiveness.

Relationship between Equity and TDM

According to the Victoria Transport Policy Institute, "*Equity* refers to the distribution of resources and opportunities. Transportation decisions can have significant equity impacts. TDM measures tend to advance equity by ensuring workplaces offer services to help all employees get to work especially if they have limited transportation options, have disabilities, are low-income, or do not have access to a personal vehicle. One of the major problems associated with prioritizing the needs of drivers is that it leads to inequality between income groups or physical abilities. As more resources are dedicated to the infrastructure needs of single-occupancy vehicles, those who don't drive or are unable to afford their own car suffer. Belmont's TDM program seeks to create a level playing field, in which the interests of all community members are considered in equal measure. Options such as parking cash-out, providing shuttle programs, or providing free-subsidized transit passes are good examples of this.

Belmont TDM Point System

The recommended point-based system provides an easily understood and flexible approach to evaluating project-level TDM compliance. New projects are required to earn a minimum total number of points, with TDM measures assigned values based on estimated benefit and cost. Consistent with Belmont General Plan Goal 3.2, the goal of these TDM measures is to achieve a 15 percent reduction (below Belmont's current citywide average) in per-capita vehicle miles traveled (VMT) for residents/employees of new projects. As shown in Table 1, the required number of points varies by project size and land use, with the intent to balance VMT reduction goals, not create undue burdens on the development community and ensure project feasibility.

The purpose of the points system is to strike a balance between accurate approximation of VMT-reduction impacts and the need to create a system that allows for easy participation by applicants and administration by staff. The effectiveness of individual TDM measures will depend, in part, on what other TDM measures are implemented. In some cases, these dependencies are so important that a particular TDM measure may only be awarded points if another prerequisite measure is also implemented. In other cases, although these interdependent relationships exist, it may not be desirable or practical to link measures or to attempt to quantitatively assess how measures would synergize for a particular project.

Selection of TDM Measures

Belmont’s menu of TDM measure options was developed based on a combination of proven effectiveness, regional best practices, input from the public and city staff, and local conditions in Belmont. Sources of potential measures included TDM programs in San Francisco, San Mateo, and Menlo Park, among other cities, as well as the California Air Pollution Control Officers Association (CAPCOA) publication *Quantifying Greenhouse Gas Mitigation Measures* (CAPCOA Report). Additionally, online surveys and two public workshops were conducted to receive feedback on a variety of potential measures (See Appendix B, Outreach Summary Memo). Single family homes and accessory dwelling units are not subject to the TDM program.

Table 1 TDM Points Required by Project Type & Size		
Land Use	Size	Points required
Residential	6–12 units	4 points
	12–50 units	8 points
	>50 units	12 points
Commercial, Institutional, Industrial	<10,000 sq ft	6 points
	10,000–25,000 sq ft	10 points
	25,000–50,000 sq ft	14 points
	>50,000 sq ft	18 points





TDM Measures

Table 2 lists measures eligible to earn points under the Belmont TDM Program, along with the number of points associated with each measure. Initial compliance with the TDM program shall be demonstrated through completion of a TDM Program Application, which will be reviewed and approved by city staff and re-verified annually.

The remainder of this report uses the following format to describe each measure; explain whether such program, amenity, or feature included as part of a proposed project shall be provided as part of project construction or as an ongoing activity; and to detail the applicant's/owner's immediate and long-term responsibilities:

■ **Applicability**

This section identifies the types of uses that may incorporate the measure, as well as potential limitations based on project size, conditions in the project vicinity, or other factors.

■ **Points**

The points section indicates the number of points a measure is worth, including partial points if the measure contains multiple parts or options, and whether the number of points is scaled with the level of amenity or feature provided.

■ **Municipal Code and Zoning Ordinance Sections**

Applicable provisions of the Belmont Municipal Code and Zoning Ordinance are listed.

■ **Compliance Information**

This section indicates how the applicant/owner must substantiate and annually verify their project's satisfaction of the TDM measure at various stages of the approval process, as well as once the project is in operation. The phases include development review, pre-occupancy, and annual monitoring.

■ **Development Review**

This section discusses the documentation that an applicant must provide as part of the TDM Review Application. The TDM Review Application gives Belmont staff the opportunity to review proposed TDM measures for adequacy, conformance to the Municipal Code and Zoning Ordinance, and points earned.

■ **Pre-occupancy Inspection/Compliance**

This section explains what applicants must do prior to a pre-occupancy site visit by City staff to verify TDM compliance. The City may withhold a certificate of occupancy if a project is found not to comply with required TDM measures prior to occupancy.

■ **Annual Monitoring**

This section details how project owners and operators must document that they are maintaining TDM compliance annually. The City may determine that a project that demonstrates compliance for five consecutive years may switch to biennial (every two-year) compliance reporting. If a project is found to be out of compliance with its TDM measures, and/or that TDM measures do not perform sufficiently to warrant assignment of available points as determined by the DPW, the City may require project owners/operators to revise those TDM measures or implement substitute measures.

As part of Annual Monitoring, project owners or operators shall provide City staff with TDM program data, such as decreases in the number of auto trips, reduced VMT, and/or percentage of employees using non-automobile commute options. Consistent with Belmont General Plan policies regarding per-capita VMT reductions, projects that cannot demonstrate at least a 15 percent participation rate in sustainable commute options, or at least a 15 percent reduction in per capita VMT below the Belmont average for the specified use, may be required to implement additional TDM measures to achieve these goals. Compliance shall be demonstrated through completion and DPW approval of the Annual Monitoring/Reporting Form.



Table 2 Belmont TDM Measures and Point Values

Measure	Description	Land Uses	Points
Active-1	Improve conditions for walking and biking	All	
<i>Active-1a</i>	<i>Sidewalk-facing / pedestrian-oriented building entrances</i>	All	1
<i>Active-1b</i>	<i>Multiple pedestrian entrances for large buildings</i>	All	0.5
<i>Active-1c</i>	<i>Pedestrian breezeways / paseos</i>	All	1
<i>Active-1d</i>	<i>Extra-wide sidewalks and amenities</i>	All	0.5
Active-2	Short-term bicycle parking for customers/visitors	All	
<i>Active-2a</i>	<i>On-street bicycle racks/lockers</i>	All	0.5
<i>Active-2b</i>	<i>Indoor bicycle racks and/or lockers</i>	All	1
Active-3	Long-term bicycle parking for residents/workers	All	2
Active-4	Shower and locker facilities	Non-residential	2
Transit-1	Provide curbside carpool/vanpool/rideshare loading zones	All	0.5
Transit-2	Provide preferential parking for carpool/vanpool vehicles	Non-residential	1
Transit-3	Provide employees with carpool/vanpool matching services	All	1
Transit-4	Provide/participate in shuttle program	Non-residential	4-6
Transit-5	Provide guaranteed emergency rides	Non-residential	2
Transit-6	Provide free transit passes	All	3-12
Transit-7	Participate in a Transportation Management Association	Non-residential	1-6
Amenities-1	Designate a TDM Liaison	All	2
Amenities-2	Allow telecommuting and flexible work schedules	Non-residential	1-6
Innovation	Flexible category to propose an unlisted, effective TDM measure	All	1-6

Special Considerations

The following projects are subject to special considerations under Belmont’s TDM program, whereby TDM measures may not be required by the DPW:

- Residential projects of five (5) units or fewer, except that projects with 2-to-5 dwellings may be required by the DPW to provide bike parking.
- 100 percent affordable housing projects of any size, except that projects must provide on-site, secure bicycle parking at a rate of one (1) bicycle parking spot per five (5) dwelling units, and applicants are encouraged to coordinate with Belmont City staff to include as many TDM measures as are feasible. For other affordable housing projects that are less than 100%, the greater the provision/percentage of affordability, the greater the flexibility will be given to meet TDM requirements.
- Parking lots and parking garages, except that they must provide on-site, secure bicycle parking at a rate of one (1) bicycle parking spot per five (5) car parking spots. If not seeking TDM points for applicable features, other design features of parking structures such as pedestrian amenities, pathways, connectivity, lighting, etc., will be pursued through the design review and conditions of approval process.

Future Efforts

In the future, the City may decide to adopt other requirements, measures, and/or evaluation methods in addition to or in lieu of those presented in this TDM report/program. As part of these potential future revisions, the City may elect to change or replace the points-based TDM system, potentially by including VMT-based or other quantitative metrics. Such adjustments or revisions would occur at the City Council's discretion.

TDM Compliance for Proposed Projects

All proposed development projects in Belmont must demonstrate compliance with the City's TDM program by submitting a completed TDM application form along with all other applicable development or building permit forms. This TDM form may be updated/modified as needed by the City, and it must also be updated by the project owner as appropriate as part of annual reporting to track compliance with the approved TDM measures for a project.

As a supplement to this more detailed TDM Program Report, the City of Belmont has developed and will maintain an abbreviated info sheet regarding the TDM program. This info sheet will accompany the TDM Program Application Form and serve as a starting place for project applicants working to comply with the program. The City will update this info sheet as necessary to reflect changes to available TDM measures, point values, and/or evaluation/compliance procedures.

Mixed Use Projects

Development projects that feature a mix of uses must incorporate TDM measures that are appropriate and sufficient for each proposed type of use. Mixed-use development proposals therefore must submit a TDM application form for each planned use within a proposed project. TDM physical/design features and amenities can continue to count toward a project's point total as long as they are maintained in a state of good repair.

Applicants must ensure that they correctly apply proposed TDM measures to planned uses and claim credits for such measures appropriately. Some TDM measures, such as pedestrian realm improvements, are applicable to multiple uses and may be counted toward the TDM point targets for multiple uses within a proposed project. Other TDM measures are only applicable to certain uses and/or may only be counted once toward the TDM point target for a single proposed use within a development project.

For example, shower/locker facilities for cyclists are a TDM measure that is only applicable to non-residential uses. Additionally, if such an amenity exclusively serves a single component of a mixed-use project (e.g., the proposed office space) it may only be counted toward the TDM point target for that use component. However, facilities, programs, or other amenities that serve multiple planned uses (e.g., a shuttle service accessible to residents, retail workers, and office staff) may be counted toward the TDM point total for every use that they serve.



Measure Active-1: Improve Conditions for Walking and Biking

Active-1a: Locate the primary building entrance along a public sidewalk; for buildings with no frontage on a public street, the primary entrance must be placed along a pedestrian pathway that connects directly to a public sidewalk. (1 point)

Active-1b: For buildings with frontage on more than one public street, provide pedestrian entrances along the public sidewalks for both streets—both entrances must be equally accessible to all building users. (0.5 point)

Active-1c: For buildings that span the full width of a block, provide a public or semi-public pedestrian breezeway or paseo through the project. (To qualify for points, the breezeway or paseo must not run immediately adjacent and parallel to another sidewalk or pedestrian pathway and must provide a mid-block passthrough that could substantively increase convenience for pedestrians/bicyclists). (1 point)

Active-1d: Provide wide sidewalks that include street trees and sufficient room for café and/or bench seating. (0.5 point)



Applicability

TDM Measure Active-1 components may be applied to projects of any size or land use.

Points

TDM Measure Active 1 is worth up to **3 points**. However, projects must comply with Sub-Measure Active-1a to be eligible to receive points from Sub-Measures Active-1b through Active-1d.

Justification

Since non-automotive transportation options nearly always involve a degree of pedestrian and/or bicycle travel during the trip, creating an environment conducive to those modes is essential. Building designs which place pedestrian entrances at the rear or set them back from the sidewalk tend to make walking less convenient and appealing. For large developments, having only a single entrance can result in inconvenient, circuitous routes for pedestrians. Buildings without a pedestrian orientation (such as those with large parking areas in the front) also result in a less engaging streetscape, which tends to further discourage walking and biking.

Amenities such as sidewalk seating for cafes and pedestrian-scale lighting contribute to an engaging streetscape, while also improving safety by adding “eyes on the street” and sidewalk illumination, respectively. The inclusion of mid-block paseos or breezeways can accomplish multiple goals by increasing pedestrian connectivity (thereby improving convenience) and providing space for amenities like seating and kiosks.

The points value for this measure was based on findings in the CAPCOA Report. The report found that improved pedestrian connectivity could be conservatively estimated to provide up to a 2 percent GHG emissions reduction in urban/suburban contexts. Measure Active-1 allows for up to 3.5 points because it provides for increased pedestrian access, as well as the inclusion of amenities such as lighting, sidewalk seating, and/or paseos—all of which go beyond mere connectivity.

Municipal Code and Zoning Ordinance Sections

- Chapter 7, Article 3, Sec 7.13 - Streets required.
- Chapter 22, Article 1, Sec. 22-2. - Encroachments—prohibited.
- Chapter 22, Article 1, Sec. 22-3. - No permit required.
- Chapter 22, Article 1, Sec. 22-4. - Authority to issue permits for minor and routine encroachments; public works director.
- Chapter 22, Article 1, Sec. 22-7. – Application for permit.
- Chapter 22, Article 1, Sec. 22-8. – Continual maintenance.
- Chapter 22, Article 1, Sec. 22-12. – Permit fees, bonds and insurance.
- Chapter 22, Article 1, Sec. 22-23. - Conformance to city standards and state laws.
- Chapter 22, Article 1, Sec. 22-24. - Inspection, certificate of approval.
- Chapter 22, Article 6, Sec. 22-81. – Maintenance of sidewalks.
- Chapter 25, Sec. 25-10. - Preferred species trees.
- Belmont Zoning Ordinance Section 5.4.11 -- Site development standards.
- Belmont Zoning Ordinance Section 5.A.1.13 – Building design standards.
- Belmont Zoning Ordinance Section 5B.1.11 – Site development standards.

Compliance

Development Review

The applicant shall submit building and streetscape plans that demonstrate compliance with one or more sub-measures of Measure Active-1. Belmont staff will review the streetscape and building plans and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Belmont staff will join the applicant or building operator for a tour and inspection of project features incorporated under Measure Active-1. At City staff’s discretion, photo documentation of project features may be substituted for an on-site tour.

Annual Monitoring

Through on-site inspection, or at Belmont staff’s discretion, photographic evidence, project owners and/or operators shall demonstrate ongoing compliance with previously elected sub-measures of Active-1. This includes maintaining all original building entrances with equal levels of accessibility; maintaining public/semi-public access to any breezeway or paseo; and/or maintaining clean and clear sidewalk width and healthy street trees.



Measure Active-2: Short-term Bicycle Parking for Customers/Visitors

Active-2a: Provide an on-street bicycle rack or on-site locker with capacity for at least two bicycles plus at least one additional bicycle for every 15 feet of building street frontage beyond 25 ft. (0.5 points)



Active-2b: Provide secure indoor bicycle racks, cages, and/or lockers in a project lobby, garage, or other generally accessible area. For retail uses, customer bicycle parking must be provided at a rate of one space per 1,000 square feet of gross floor area, with each retail space having its own indoor bicycle parking. For office or institutional uses, customer/visitor bicycle parking must be provided at a rate of one space per 2,500 square feet of gross floor area, which may be provided either in a shared lobby or within each office. For residential uses, visitor bicycle parking must be provided at a rate of one space for every eight (8) dwelling units. (When calculated, required spaces will be rounded to the nearest whole number.) (1 point)

Applicability

TDM Measure Active-2a may be applied to all uses and project sizes; Measure Active-2b may be applied to retail, office, institutional, and residential uses.

Points

TDM Measure Active-2 is worth **0.5–1.5 points**. However, projects must comply with Sub-Measure Active-2a to be eligible to receive points from Sub-Measure Active-2b.

Justification

End of trip bicycle parking facilities are essential for encouraging bicycle use. Without them, those using bicycles are forced to secure their bikes in inconvenient and/or insecure ways. This measure focuses on parking for visitors rather than employees or residents. Longer-term bicycle parking is addressed by Measure Active-3, below.

For its TDM program, the City of San Francisco assigned its combined bicycle parking measure a value of 1–4 points. Generally consistent with this approach, the combined total maximum potential points for this measure and Measure Active-3 is 3.5. The combination of this measure and Measure Active-3 would result in a level of bicycle parking that is comparable to that required by San Francisco and estimated to be sufficient to accommodate the full bicycle parking needs generated by a project.

Municipal Code and Zoning Ordinance Sections

- Chapter 22, Article 1, Sec. 22-2. - Encroachments—prohibited.
- Chapter 22, Article 1, Sec. 22-3. - No permit required.
- Chapter 22, Article 1, Sec. 22-4. - Authority to issue permits for minor and routine encroachments; public works director.
- Chapter 22, Article 1, Sec. 22-23. - Conformance to city standards and state laws.
- Chapter 22, Article 1, Sec. 22-24. - Inspection, certificate of approval.
- Belmont Zoning Ordinance Section 8.A.4 – Bicycle parking.



Compliance

Development Review

The applicant shall submit building and streetscape plans that demonstrate compliance with outdoor bike parking Sub-Measure Active-2a and building plans that demonstrate compliance with indoor bike parking Sub-Measure Active-2b, if elected. For compliance with Active-2b, applicants may indicate where bicycle wall racks will be placed; any wall racks must allow users to secure their bikes. Belmont staff will review the streetscape and/or building plans and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Belmont staff will join the applicant or building operator for a tour and inspection of project features incorporated under Measure Active-2. At City staff's discretion, photo documentation of project features may be substituted for an on-site tour.

Annual Monitoring

Through on-site inspection or photographic evidence if required by the DPW, project owners and/or operators shall demonstrate ongoing compliance with previously elected sub-measures of Active-2, including by maintaining all bicycle in a state of good repair.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the DPW, information regarding the level of usage for the provided customer/visitor bicycle parking spaces, such as daily/weekly trip counts by mode.

Measure Active-3: Long-term Bicycle Parking for Residents/Workers

Bicycle parking must offer users the ability to lock their bikes and be located in an area of the project that is not accessible by the general public and/or that is consistently monitored during the building's usual hours of operation. For office and institutional uses, bicycle parking must be provided at a minimum rate of one space per 1,000 square feet of gross floor area. For industrial uses, spaces must be provided at a rate of one per 2,000 square feet of gross floor area. For residential uses, spaces must be provided at a rate of 0.75 per bedroom. (When calculated, required spaces will be rounded to the nearest whole number.) **(2 points)**

Applicability

TDM Measure Active-3 may be applied to all uses and project sizes.

Points

TDM Measure Active-3 is worth **2 points**.

Justification

As discussed above, for Measure 2, bicycle parking facilities are essential to encouraging bicycle use. Long-term bicycle parking is even more important than short-term because it gives residents and employees a place to keep their bikes where they live and work.

As discussed above, the City of San Francisco's TDM program assigned its combined bicycle parking measure a value of 1–4 points. Generally consistent with this approach, the combined total maximum potential points for this measure and Measure Active-2 above is 3.5. The combination of this measure and Measure Active-2 would result in a level of bicycle parking that is comparable to that required by San Francisco and estimated to be sufficient to accommodate the full bicycle parking needs generated by a project.



Municipal Code and Zoning Ordinance Sections

- Belmont Zoning Ordinance Section 8.A.4 – Bicycle parking.
- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.

Compliance

Development Review

The applicant shall submit building plans that demonstrate compliance with Measure Active-3. Belmont staff will review the building plans to ensure bicycle parking offers appropriate security and that an adequate number of spaces have been provided. If approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Belmont staff will join the applicant or building operator for a tour and inspection of project features incorporated under Measure Active-3. At City staff's discretion, photo documentation of project features may be substituted for an on-site tour.

Annual Monitoring

Through on-site inspection or, at Belmont staff's discretion, photographic evidence, project owners and/or operators shall demonstrate ongoing compliance with Measure Active-3 by maintaining the appropriate number of long-term bicycle parking spaces and keeping them in a state of good repair.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information regarding the level of usage for the provided resident/employee bicycle parking spaces.

Measure Active-4: Shower and Locker Facilities

Provide shower and locker facilities for workers to promote active commuting, especially by bicycle. To satisfy this measure, a minimum of one shower must be provided, with one additional shower per every 50 employees beyond the first 50. Multiple shower heads are insufficient to meet this requirement; each stall must offer visual privacy for the user and space for dressing/undressing and dry storage of clothing and belongings. Showers must be kept reasonably clean and in good working order. Regardless of the number of showers provided, at least one shower facility that is both gender-neutral and ADA-accessible must be provided. Lockers must be provided at a rate of one for every ten employees. (2 points)

Applicability

TDM Measure Active-4 may be applied to commercial, industrial, and institutional uses.

Points

TDM Measure Active-4 is worth 2 points.

Justification

Shower/locker facilities have the potential to encourage active commutes by allowing those who travel on foot or by bicycle to bathe following the exertion of their walk/ride. The effectiveness of this measure is highly dependent on the implementation of other measures. Specifically, shower/locker facilities are unlikely to encourage active commutes if bicycle parking is not provided or the project is not convenient to access by walking or biking.



The estimated effectiveness of this measure varies by study and is generally presumed to also be dependent on which other active transportation measures are implemented. The *Center for Clean Air Policy (CCAP) Guidebook* indicates that bicycling measures may collectively reduce VMT by 1–5 percent. Meanwhile, the *Transportation Demand Management (TDM) Encyclopedia*, citing the City of Sacramento’s approach, indicates that such facilities may be credited for trip reductions from 5 percent in central business districts to 2 percent elsewhere. Although this measure on its own may not result in commute trip reductions sufficient to justify an award of 2 points, requiring it to be combined with other active transportation measures serves to enhance the collective effectiveness of those measures. Moreover, given that the inclusion of shower and locker facilities is relatively resource-intensive, assigning 2 points the Measure Active-4 serves as an important incentive to achieve the synergistic effects of the full suite of active transportation measures.

Municipal Code and Zoning Ordinance Sections

- Chapter 21, Article 2, Sec. 21-20. – Permit required; excavation permit prerequisite.
- Chapter 21, Article 2, Sec. 21-21. – Schedule of fees.
- Chapter 21, Article 2, Sec. 21-22. - Fees additional to plumbing fees.
- Chapter 21, Article 2, Sec. 21-23. – Fee prerequisite is building permit.
- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.

Compliance

Development Review

The applicant shall submit building plans that demonstrate compliance with Measure Active-4. Belmont staff will review the building plans to ensure shower and locker facilities meet specified requirements. If approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Belmont staff will join the applicant or building operator for a tour and inspection of project features incorporated under Measure Active-4. At City staff’s discretion, photo/video documentation of project features may be substituted for an on-site tour. Showers must be shown to be in working order.

Annual Monitoring

Through on-site inspection, or at Belmont staff’s discretion, photographic/video evidence, project owners and/or operators shall demonstrate ongoing compliance with Measure Active-3 by maintaining the appropriate number of lockers and working shower facilities.

To help evaluate the overall efficacy of Belmont’s TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information regarding the number of employees who regularly use the shower and locker facilities.

Measure Parking-1: Charge for Employee/Resident Parking

Employee and resident parking is paid for separately (“unbundled”) and is not included in residential rent or home prices, or in any form of employee compensation. Costs should reflect market rates for similar parking spots, but in no case shall be less than \$100 per month. **(3 points)**

Applicability

TDM Measure Parking-1 may be applied to all uses and project sizes

Points

TDM Measure Parking-1 is worth **3 points**.

Justification

People are incentivized to use things that are or appear to be free. Parking that comes at no additional cost therefore incentivizes employees and residents to use cars. Unbundling the cost of parking from rents or, in the case of workplaces, charging for parking sends a market signal that nudges people to explore alternatives to driving, and perhaps even alternatives to vehicle ownership.

Parking pricing/unbundling works best when project applicants are allowed to also reduce the amount of parking they provide. If parking pricing/unbundling successfully incentivizes alternatives to driving to the extent that provided parking is consistently underutilized, then the developer essentially wasted resources to provide that excess parking.

The CAPCOA Report estimates that unbundling/parking pricing has the potential to decrease VMT by 2.6–13 percent. Points for this measure were assigned based on the low end of this range because the Belmont Village area remains overparked and currently does not price street parking. Therefore, a significant proportion of those who may be discouraged from parking onsite may simply park elsewhere.



Municipal Code and Zoning Ordinance Sections

- Chapter 7, Article 3, Sec. 7-15. – Parking.
- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.

Compliance

Development Review

The applicant shall submit sample rental/purchase/employment agreements to Belmont staff to indicate how tenants, homeowners, and/or employees will be alerted to that fact that parking will not be included as part of their purchase, monthly rent, or employee compensation. These documents shall indicate the estimated cost(s) for any parking that is offered. Applicants shall include documents to substantiate that parking is being charged for at market rates. City staff will review these documents and stipulate any needed revisions. Once City staff approve the content of these parking agreements, the project will be awarded the appropriate number of points.

Pre-occupancy Compliance

The applicant or building operator will submit to City staff final copies of parking notices to be provided to residents and/or employees.

Annual Monitoring

Project owners and/or operators shall demonstrate ongoing compliance with Measure Parking-1 by submitting signed copies of the most recent rental/purchase/employment agreements demonstrating that parking continues to be paid for separately. The owner/operator will also submit example invoices demonstrating that users are being charged for and are paying for parking. At City staff's discretion, additional evidence or contact information for building users may be requested to confirm compliance with Measure Parking-1.



To help evaluate the overall efficacy of Belmont’s TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information regarding the prices being charged for parking, the number/proportion of employees/residents who are opting to pay for parking, and the number and proportion of parking spaces that are being occupied in the project.

Measure Parking-2: Offer Employees/Residents the Option to “Cash-Out” of Parking

Employees and residents parking may elect to receive payment in lieu of use of a parking spot. Payment shall be commensurate with the cost savings from the reduced parking need or the market value of the parking spot but shall in no case be less than \$60 per month. (3 points)

Applicability

TDM Measure Parking-2 may be applied to all uses and project sizes.

Points

TDM Measure Parking-2 is worth 3 points.

Justification

Parking cash out is, to a degree, the inverse of paid/unbundled parking for employees/residents. Similarly, it works best when project applicants have latitude to reduce the amount of parking provided.

As discussed above, the CAPCOA Report estimates that unbundling/parking pricing has the potential to decrease VMT by 2.6–13 percent. Since parking cash out is the inverse of unbundling, this measure is worth the same potential maximum number of points (see above for additional discussion of why the low end of this range was used) but cannot be combined with measure Parking-1.

Municipal Code and Zoning Ordinance Sections

- Chapter 7, Article 3, Sec. 7-15. – Parking.
- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.
- California Health and Safety Code Section 43845.

Compliance

Development Review

The applicant shall submit sample rental/purchase/employment agreements to Belmont staff to indicate how tenants, homeowners, and/or employees will be alerted to that fact that they are entitled to forgo a parking spot and instead receive payment. These documents shall indicate the estimated payment for any parking spot that is waived. Applicants shall include documentation to substantiate that parking cash-out amount reflects cost savings from reduced parking needs, the market value of the parking spot, or \$100per month, whichever is more. City staff will review these documents and provide comments and any requested revisions. Once City staff approve the content of these parking agreements, the project will be awarded the appropriate number of points.

Pre-occupancy Compliance

The applicant or building operator will submit to City staff final copies of parking cash-out notices to be provided to residents and/or employees.

Annual Monitoring

Project owners and/or operators shall demonstrate compliance with Measure Parking 2 by submitting to City staff copies of recent notices to residents/employees regarding the cash-out program. The owner/operator shall also submit redacted copies of checks and/or invoices to demonstrate payments are being made. At City staff's discretion, additional evidence or contact information for building users may be requested to confirm compliance with Measure Parking-2.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators will be required to provide, at intervals to be determined by the City, information regarding the level of participation in the parking cash-out program and the amount of cash-out payments.

Measure Transit-1: Provide Curbside Carpool/Vanpool/Rideshare Loading Zones

For large commercial and/or industrial uses, provide a designated carpool/vanpool/rideshare drop-off/pick-up zone within 50 feet of the primary entrance to the building. (0.5 points)

Applicability

TDM Measure Transit-1 may be applied to commercial or industrial uses with 50 or more employees or with 15,000 square feet or more of floor space; or to residential uses with 50 or more units. Measure Transit-1 may not be used if there is another similar loading zone within 150 feet on the same side of the street.

Points

TDM Measure Transit-1 is worth 0.5 points.

Justification

Curbside carpool/vanpool/rideshare loading zones increase the convenience of using these alternatives to single-occupancy vehicles (thereby incentivizing their use), while also serving to increase traveler awareness of these options.

The CAPCOA Report estimates that vanpool programs lead to VMT reductions of 0.3–13.4 percent. Since this measure would merely accommodate, rather than implement a car- or vanpool program, it is assigned the minimum point value, which reflects the low end of CAPCOA's predicted range.



Municipal Code and Zoning Ordinance Sections

- Chapter 14, Article 1, Sec. 14-15. – Restricted on-street parking – visitor parking for size-regulated vehicles – Loading and unloading.
- Belmont Zoning Ordinance Section 8.5 –Loading requirements.

Compliance

Development Review

The applicant shall submit building and/or streetscape plans that demonstrate compliance with Measure Transit-1 by showing where the loading zone would be located and confirming that no other loading zones exist within



the 150-foot exclusion zone. Belmont staff will review these plans and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Belmont staff will join the applicant or building operator for a tour and inspection of the passenger loading zone incorporated under Measure Transit-1. At City staff's discretion, photo documentation of project features may be substituted for an on-site tour.

Annual Monitoring

Through on-site inspection or, at Belmont staff's discretion, photographic evidence, project owners and/or operators shall demonstrate ongoing compliance with Measure Transit-1.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information on the degree of usage for the loading zone.

Measure Transit-2: Provide Preferential Parking for Carpool/Vanpool Vehicles

For large commercial and/or industrial uses, provide reserved parking spaces of appropriate size for carpool/vanpool vehicles and ensure these spaces are situated in favored locations near building entrances and/or in sheltered areas; parking spaces should be provided to vanpools/carpools free of charge. **(1 point)**

Applicability

TDM Measure Transit-2 may be applied to commercial, industrial, or institutional uses with 50 or more employees or with 15,000 square feet or more of floor space.

Points

TDM Measure Transit-2 is worth **1 point**.

Justification

Preferential parking for carpools/vanpools increases the convenience of using these alternatives to single-occupancy vehicles (thereby incentivizing their use), while also serving to increase traveler awareness of these options.

The CAPCOA Report estimates that vanpool programs lead to VMT reductions of 0.3–13.4 percent. Since this measure would merely accommodate, rather than implement a car- or vanpool program, it is assigned a relatively low point value, which reflects the low end of CAPCOA's predicted range.

Municipal Code and Zoning Ordinance Sections

- Chapter 7, Article 3, Sec. 7-15. – Parking.
- Chapter 14, Article 1, Sec. 14-15. – Restricted on-street parking – visitor parking for size-regulated vehicles – Loading and unloading.
- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.
- Belmont Zoning Ordinance Section 8.5 –Loading requirements.

Compliance

Development Review

The applicant shall submit building plans that demonstrate compliance with Measure Transit-2 by showing where preferential carpool/vanpool parking would be located. Belmont staff will review these plans and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Belmont staff will join the applicant or building operator for a tour and inspection of the carpool/vanpool preferred parking provided under Measure Transit-2. At City staff's discretion, photo documentation of project features may be substituted for an on-site tour. Applicants shall also provide sample language for employee notification that preferred parking is available for those employees wishing to establish or join an existing carpool/vanpool.

Annual Monitoring

Through on-site inspection or, at Belmont staff's discretion, photographic evidence, project owners and/or operators shall demonstrate ongoing compliance with Measure Transit-2.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information on the usage of the reserved parking spots and how many/what proportion of employees are participating in carpool/vanpool.



Measure Transit-3: Provide Employees or Tenants with Carpool/Vanpool Matching Services

For commercial, industrial, and/or residential uses, offer or contract with services that help match employees or residents with others at that building, business, or any nearby businesses for potential carpooling/vanpooling. (1 point)

Applicability

TDM Measure Transit-3 may be applied to commercial, industrial, or residential uses; however, for businesses with fewer than 100 employees or projects fewer than 100 units, points will only be awarded for shared/contracted carpool/vanpool matching services that: 1) include other businesses/housing so participants have a better chance of being matched or 2) which can otherwise demonstrate participation by at least five employees and/or tenants.

Points

TDM Measure Transit-3 is worth **1 point**.

Justification

Curbside carpool/vanpool/rideshare matching services significantly increase the convenience of using these alternatives to single-occupancy vehicles (thereby incentivizing their use), while also serving to increase traveler awareness of these options. Such programs go beyond loading zones or preferential parking because the provider takes a more active role in facilitating the creation/use of vehicle pools.



The CAPCOA Report estimates that vanpool programs lead to VMT reductions of 0.3–13.4 percent. Since this measure would facilitate but not directly provide a car- or vanpool, it is assigned a point value that reflects the low end of CAPCOA’s predicted range but is twice that for Transit-1 and Transit-2.

Municipal Code and Zoning Ordinance Sections

- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.

Compliance

Development Review

The applicant shall indicate to Belmont staff whether the anticipated number of employees at the business(es) in the proposed project would allow a purely internal carpool/vanpool matching program or would require joining a broader program that includes nearby employers. If a broader matching program would be necessary, the applicant shall indicate what existing matching programs would be preferred and demonstrate that those programs have sufficient members in the vicinity of the planned project to be useful to people employed there. City staff will review these submittals and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Applicants will provide sample language to Belmont staff for employee packets indicating that carpool/vanpool matching services are available and providing instructions for how to join/use them.

Annual Monitoring

Project owners and/or operators shall demonstrate ongoing compliance with Measure Transit-3 by providing copies of updated employee packets providing carpool/vanpool service information, as well as copies of invoices, form samples, screen captures, or other documentation that demonstrate that carpool/vanpool matching services are either being contracted or directly provided.

To help evaluate the overall efficacy of Belmont’s TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information on how many/what proportion of employees are using the matching services and commuting to work by carpool/vanpool.

Measure Transit-4: Provide/Participate in Shuttle Program

For commercial and/or industrial uses, provide or join a service that enables employees to commute to and from work by shuttle. At a minimum, shuttle service must: serve all areas of Belmont, serve the station, be ADA accessible, provide space for bikes, and offer at least three trip-time options each for both the morning and evening commutes. **(4 points)**

If a shuttle service provides four or more trip-options each for both the morning and evening commutes, Measure Transit-4 is worth **6 points**.

Applicability

TDM Measure Transit-4 may be applied commercial, industrial, or institutional uses.

Points

TDM Measure Transit-4 is worth **4–6 points**.



Justification

Shuttle programs are one of the most effective TDM measures because they directly offer an alternative to driving. The more frequent a shuttle service is, the more convenient it is for commuters, making them more likely to use the service. Workplace shuttles have become an increasingly popular commute option across the Bay Area.

The CAPCOA Report estimates that workplace shuttles have the capacity to reduce VMT from 0.3 to 13.4 percent. For the most frequent/convenient shuttle services, the middle of this range was used to assign points. As the Belmont Village area redevelops with a stronger mix of uses and additional pedestrian/bicycle amenities, and as Caltrain makes improvements to its service, the capacity of this measure to reduce VMT may increase, meriting a higher points assignment in the future.

Municipal Code and Zoning Ordinance Sections

- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.

Compliance

Development Review

The applicant shall demonstrate to Belmont staff that they will provide and/or contract with a shuttle service by providing relevant planning materials, contracts, correspondence, and other documentation to substantiate that the proposed project will have shuttle service meeting the requirements of this measure. City staff will review these materials and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Applicants will provide Belmont staff with signed contracts and other documentation to prove that adequate shuttle service will be provided.

Annual Monitoring

Applicants will provide Belmont staff with signed contracts and other documentation to prove that adequate shuttle service is actively being provided. If project owners or operators discontinue shuttle service at any time, the project may be required to implement other TDM measures.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information on shuttle usage.

Measure Transit-5: Provide Guaranteed Emergency Rides

For commercial and/or industrial uses, guarantee employees a ride (or reimbursement for the cost of a ride) to their home and/or to other locations in the event of an emergency. Covered locations shall include the employee's home, an employee's child's school, and/or medical/emergency service facilities. Employers may provide rides directly, such as through other employees, but must give employees the option to be reimbursed for use of a taxi, point-to-point car share, or ride-hailing service. **(2 points)**

Applicability

TDM Measure Transit-5 may be applied to commercial, industrial, or institutional uses.

Points

TDM Measure Transit-5 is worth **2 points**.



Justification

Guaranteed Rides Home are an excellent approach to addressing edge cases that may make employees reluctant to rely upon non-automotive commute options, such as leaving work early to attend to a sick family member at a time when shuttles are infrequent or are not running. Assuring employees that a convenient ride will be available on demand when needed thereby encourages them to consider options other than driving their own vehicle to work.

The CAPCOA Report indicates that grouped commuter benefits including financial incentives, guaranteed ride home, carpool matching, and information campaigns may reduce VMT by approximately 4 percent. Although a guaranteed ride home programs represents only one of the four measures in this grouping, it also the most substantial and direct commuter benefit. Therefore, this measure has been assigned a value of 2 points.

Municipal Code and Zoning Ordinance Sections

- Chapter 24, Article 2, Sec. 24-19. – Refusal to pay fare prohibited.
- Chapter 24, Article 2, Sec. 24-20. – Receipts for fares; disputes.
- Belmont Zoning Ordinance Section 8.A.7 – Transportation demand management.

Compliance

Development Review

The applicant shall submit to Belmont staff sample language for inclusion in employee packets discussing the provisions and use of the Guaranteed Emergency Ride program. City staff will review these materials and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Applicants will provide Belmont staff with final language for inclusion in employee packets that discusses the provisions and use of the Guaranteed Emergency Ride program.

Annual Monitoring

Project owners and/or operators shall demonstrate ongoing compliance with Measure Transit-5 by furnishing City staff with copies of the most up-to-date employee packets providing information on the Emergency Rides Program, as well as (potentially redacted) copies of invoices, forms, checks, and/or other documentation that demonstrates Emergency Ride services are available to employees.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information on emergency ride usage.

Measure Transit-6: Provide Free Transit Passes

Provide employees and/or residents with free transit passes. Transit passes may be for a monthly pass on transit systems serving the Belmont area or may be "cash value" passes used for multiple transit systems (i.e., Clipper Card). However, in no case may the value of each pass be less than \$40 per month. The number of points will be assigned based on the cash value of the pass. Points will be assigned on a scale with passes valued at \$40 per month worth 3 points and passes worth \$164 or more per month are worth a maximum of 12 points. Minimum pass values shall be inflation adjusted annually using a baseline of 2019 dollars. Additionally, to receive the maximum 12 points, a pass must be worth at least the value of a Caltrain monthly pass at a level that qualifies for free transfers to the SamTrans and VTA transit systems. **(3–12 points)**

Applicability

TDM Measure Transit-6 may be applied to all uses and project sizes.

Points

TDM Measure Transit-6 is worth **3–12 points**.

Justification

Subsidizing mass transit use is one of the most direct and effective ways to encourage alternative forms of transportation because it makes transit more economically competitive and also serves to increase worker awareness of transportation alternatives.

The CAPCOA Report indicates that in suburban settings, subsidizing transit passes at the levels considered by this measure (adjusting for inflation) can result in VMT reductions ranging approximately from 3 percent to 20 percent. This measure is capped at 12 points to discourage project applicants from relying solely on this measure to meet points requirements, since transit pass effectiveness relies on the creation of an overall environment conducive to biking and walking at the start and end of trips.



Municipal Code and Zoning Ordinance Sections

None.

Compliance

Development Review

The applicant shall submit to Belmont staff sample language for inclusion in employee packets and/or tenant agreements discussing the provision of free transit passes. City staff will review these materials and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Applicants will provide Belmont staff with final language regarding free transit passes for inclusion in employee packets and/or tenant agreements. If applicable, applicants shall also provide City staff with documentation to demonstrate the project will participate in a broader transit pass program.

Annual Monitoring

Project owners and/or operators shall demonstrate ongoing compliance with Measure Transit-6 by providing copies of updated employee packets and/or tenant agreements providing information on free transit passes, as well as (potentially redacted) copies of invoices, forms, checks, and/or other documentation that demonstrates free transit passes are being provided to employees or residents.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information on employee transit use.



Measure Transit-7: Participate in a Transportation Management Association

Form or participate in a Transportation Management Association (TMA). (1–6 points)

Applicability

TDM Measure Transit-7 may be applied to commercial, industrial, or institutional uses. Use of this measure will require coordination with City staff to determine appropriate compliance measures and the number of points awarded.

Points

The point value of this measure will vary depending on the costs of and services provided by the TMA that a project either forms or joins. TMAs with minimal services and costs may only be worth **1 point**, while TMAs with higher costs and services (e.g., high-quality, frequent shuttle service) may be worth up to **6 points**. If in addition to its over services a TMA provides transit passes to members' employees, the value of those passes may be counted for additional points under measure Transit-6, above. The point value of this measure will be determined by Belmont staff on a project-by-project basis, depending on the nature of the TMA formed/joined.

Justification

Transportation Management Associations can provide amenities and services similar to many of the TDM measures contained in this document through a centralized organization. Therefore, joining a TMA can effectively satisfy multiple TDM measures. Most commonly offered by larger employers (including in some cases to neighboring developments), TMAs can also promote efficiency by allowing multiple project applicants/employers to pool resources to provide services.

The range of points assigned to this measure was scaled to match the potential minimum and maximum benefits provided by a TMA, with high quality shuttle service envisioned as the highest likely level of service. Therefore, the maximum of 6 points for this measure matches the maximum of 6 points for high-quality shuttle service.

Municipal Code and Zoning Ordinance Sections

None.

Compliance

Development Review

The applicant shall submit to Belmont staff documentation describing the TMA that the applicant proposes to join or create. These materials shall thoroughly demonstrate the TMA's anticipated costs and services. Points for this measure will not be awarded until all review and coordination processes are complete, and City staff are satisfied that the formed/joined TMA will fulfill the goals of this measure and the Belmont TDM Program.

Pre-occupancy Inspection

Applicants will provide Belmont staff with all relevant materials and documentation necessary to substantiate that a TMA will be established and provide service once the project is in operation.

Annual Monitoring

Project owners and/or operators shall demonstrate ongoing compliance with Measure Transit-7 by demonstrating that services are being provided, and by submitting information on how the TMA services are being utilized.



Measure Amenities-1: Designate a TDM Liaison

Designate a TDM liaison who will be responsible for regularly providing TDM/transit information to employees/residents and for coordinating with City staff on TDM programs and compliance. (2 points)

Applicability

TDM Measure Amenities-1 may be applied to all uses and project sizes.

Points

TDM Measure Amenities-1 is worth 2 points.

Justification

Designation of a TDM Liaison serves to facilitate other elected TDM measures and to promote awareness of the options and programs available for residents, employees, and/or customers. Having a single contact person for the site-level administration of TDM measures is helpful both for city staff and those who live or work in a completed project.

Although designating a TDM liaison does not directly reduce VMT, having a TDM liaison helps ensure implementation and increase effectiveness for other TDM Measures. The CAPCOA report indicates that trip reduction marketing may reduce VMT by approximately 0.8 to 4 percent. Therefore, this measure has been assigned a value of 2 points.

Municipal Code and Zoning Ordinance Sections

None.

Compliance

Development Review

The applicant shall submit to Belmont staff a draft version of the materials that will be provided to a TDM Liaison outlining their roles and responsibilities, with specific information pertaining to the various measures selected by the applicant as part of their TDM program.

Pre-occupancy Inspection

Applicants will provide Belmont staff with the final version of the materials that will be provided to the TDM Liaison and identify what potential employees/positions could serve as the TDM Liaison.

Annual Monitoring

Once selected, the TDM Liaison will be responsible for coordinating with City staff to demonstrate ongoing compliance with this and other TDM measures; providing City staff with usage data and other metrics regarding the TDM program; and providing information and services for employees, visitors, residents, or others.

In the event a TDM Liaison leaves their position, a new TDM Liaison must be selected and City staff alerted. If a new TDM Liaison is not selected, responsibility for ongoing coordination and compliance will revert to the project owners/operators and one or more replacement TDM measures may be required.



Measure Amenities-2: Allow Telecommuting and Flexible Work Schedules

Require all employees to telecommute at least two days per week. (6 points)

Applicability

TDM Measure Amenities-2 may be applied to commercial, industrial, or institutional uses.

Points

TDM Measure Amenities-2 is worth 6 points.

Justification

Telecommuting and flexible work schedules reduce VMT by decreasing the number of days on which workers must commute to work. For workers that commute by car, this therefore reduces car trips and VMT. The effectiveness of this measure may vary widely depending on employee participation rates, the number of days on which they telecommute, and the degree to which driving alone is their normal mode of commuting. As more employees switch to non-automotive transportation, this measure actually becomes less effective.

The CAPCOA Report indicates that telecommuting and flexible work policies may reduce VMT from 0 to 5.5 percent. Therefore, this measure has been assigned a value of 6 points. Less points can be earned in this category on a sliding scale for other types/levels of telecommute allowances.

Municipal Code and Zoning Ordinance Sections

None

Compliance

Development Review

The applicant shall submit to Belmont staff sample language for employee packets discussing the telecommuting and flexible work arrangements available to employees. City staff will review these materials and, if approved, the project will be awarded the appropriate number of points.

Pre-occupancy Inspection

Applicants will provide Belmont staff with final flex-time language for inclusion in employee packets.

Annual Monitoring

Project owners and/or operators shall demonstrate compliance with Measure Amenities-2 by providing copies of the most up-to-date employee packets with information on flexible work arrangements. City staff may also request contact information for employees to confirm that employees are not hindered in their ability to take advantage of these options.

To help evaluate the overall efficacy of Belmont's TDM program, project owners or operators may be required to provide, at intervals to be determined by the City, information on telecommuting and flexible work schedule use by employees.